

SHEPWAY DISTRICT COUNCIL - CLAIM FOR TRAVELLING AND SUBSISTENCE FOR APPROVED DUTIES

18 DEC 2011

Details of Travel/Approved Duty

Date	Place	Time Left Home	Time Arrived Home	Name of Meeting	Mode of Travel	Use of Own Vehicle				Use of Public Transport Please ✓ and attach receipt/ticket	Travelling		Subsistence	
						Miles	Mileometer Readings	Rate 45p	Shared Vehicle *		£	p	£	p
10/12	POST ROOM			D.C	CAR	29.5								
11/12	Base - Civic Centre			Resources	"	29.5			✓					
15/12	Base			Council's Reception		29.5								
Total						88.5								

CAR TRIP TO HOME
NEW BARNLEY APT 11/12

If an allowance is claimed for travel in your own vehicle please state:

(1) Registration No. GK 64 Fm 9 (2) Model of Car CITROEN DS4 59 miles @ 0.45p.
 (3) Councillors travelling out of the authority on approved duties should travel by the most cost-effective methods that meet the needs of their travel requirements. 29.5 miles @ 0.50p.

* If accompanied by another Member and/or officer please tick the box and state name: _____
 (Fuel VAT receipts are required in order to make payment)

I DECLARE THAT
 I have necessarily incurred expenditure on travelling and subsistence or performed an approved duty as a member of Shepway DC.
 I have actually made the payments claimed.
 The amounts claimed accord with the rates and limits determined by the Council's scheme of allowances.
 I have not made, and will not make, any other claim for allowances in connection with the duties indicated above.
 My vehicle is covered for business use on my car insurance.

SIGNED [Signature] NAME PETER SIMMONDS DATE _____

£ 41.50
Approved for payment
 Head of Administration

SHEPWAY DISTRICT COUNCIL – CLAIM FOR TRAVELLING AND SUBSISTENCE FOR APPROVED DUTIES

DECEMBER
2014

Details of Travel/Approved Duty

Date	Place	Time Left Home	Time Arrived Home	Name of Meeting	Mode of Travel	Use of Own Vehicle				Use of Public Transport Please ✓ and attach receipt/ticket	Travelling		Subsistence	
						Miles	Mileometer Readings	Rate 45p	Shared Vehicle *		£	p	£	p
3/12/14	MARY SUMNER HOUSE LONDON	12.00 pm	11.30 pm	LEIN AUTUMN STATEMENT SEMINAR	RAIL TUBE					✓	23	85		
13/12/14	FINANCE PORTFOLIO BRIEFING (CIVIC CENTRE) Then COMPLETION MEETING (LONDON)	9.30 am	11.00 pm	COMP. SHARING REVIEW MEETING	BUS RAIL TUBE					✓	27	05		
17/12/14	CIVIC CENTRE	2 pm	8.30 pm	FORKLIFT P AND PE THURSDAY MEETING, NEW CABINET	BUS, TAXI					✓	25	00		
Total											75	90		0

If an allowance is claimed for travel in your own vehicle please state:

(1) Registration No. _____ (2) Model of Car _____

(3) Councillors travelling out of the authority on approved duties should travel by the most cost-effective methods that meet the needs of their travel requirements.

* If accompanied by another Member and/or officer please tick the box and state name: _____
(Fuel VAT receipts are required in order to make payment)

CORPORATE
POST ROOM

I DECLARE THAT

I have necessarily incurred expenditure on travelling and subsistence or performed an approved duty as a member of Shepway DC.
I have actually made the payments claimed.
The amounts claimed accord with the rates and limits determined by the Council's scheme of allowances.
I have not made, and will not make, any other claim for allowances in connection with the duties indicated above.
My vehicle is covered for business use on my car insurance.

SIGNED Clk R. D. TILSON NAME CLK. R. D. TILSON DATE 23/12/14

£ 75-90	£
Approved for payment	
Head of Administration	

Day Travelcard

Class	Ticket type	Start date	Price
STD	OFF-PEAK TCDS	11·DMR·14	£27·05
SNR	Valid until	11·DMR·14	5013344870
Between	FOLKESTONE STNS & LONDON ZONES 1-6		Number
Route	PLUS HIGH SPEED		14171

Valid within zone(s) indicated. Not for resale.

Valid as advertised



Day Travelcard

Class	Ticket type	Start date	Price
STD	OFF-PEAK TCD	03·DMR·14	£23·85X
SNR	Valid until	03·DMR·14	1509500430
Between	ASHFORD INTL * & LONDON ZONES 1-6		Number
Route	PLUS HIGH SPEED		14755

Valid within zone(s) indicated. Not for resale.

Valid as advertised

